

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Research Administrator (Leverhulme International Professorship)

Department: Economics

	Essential	Desirable	Tested by
<p>Knowledge, Education, Qualifications and Training</p> <p>High standard of education to degree level or equivalent administrative experience.</p> <p>Knowledge and understanding of the HE sector.</p> <p>Current knowledge of the research funding landscape.</p>	X		Application Form
		X	Application Form / Interview
		X	Application Form / Interview
<p>Skills and/or Abilities</p> <p>Proven ability to work as part of team and support colleagues, as well as a readiness to work on own initiative and act pro-actively.</p> <p>Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.</p> <p>Excellent organisational skills and ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.</p> <p>Proven ability to use creative problem-solving techniques, identify and implement administrative improvements, and innovate and develop processes and policies to improve efficiency.</p> <p>Flexibility and proven ability to respond effectively to changing requirements.</p> <p>Excellent IT skills and proven ability to learn new systems and programmes.</p> <p>A high level of numeracy and literacy.</p>	X		Application Form / Interview
	X		Interview
	X		Application Form / Interview
		X	Application Form / Interview
	X		Application Form / Interview
	X		Application Form / Interview
	X		Application Form / Interview
<p>Experience</p> <p>Experience of communicating with a range of stakeholders at various levels both internally/externally.</p> <p>Excellent interpersonal skills and experience of responding to enquiries and requests from a range of stakeholders.</p> <p>Experience of budget management.</p> <p>Experience of creating and updating webpages.</p>	X		Application Form / Interview
	X		Application Form / Interview
	X		Application Form / Interview
	X		Application Form / Interview

Experience of organising events eg project meeting, workshops, conferences.	X		Application Form / Interview
Experience of using reporting tools, manipulating and analysing data.		X	Application Form / Interview
Other requirements			
Committed to personal development and a proven interest in building a career in academic administration.	X		Application Form / Interview
Ability to work occasional weekends or late evenings and travel to events and other external activities as required.	X		Application Form/ Interview